



## Instructions for Completing the Written Authorization Form - RCSA Section 22a-174-2a(a)(2)(B)

*Use these instructions to complete the Written Authorization Form - RCSA Section 22a-174-2a(a)(2)(B) (DEP-AIR-SIG-REG-002). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this form. Remember, it is your responsibility to comply with all applicable laws.*

Section 22a-174-2a of the Regulations of Connecticut State Agencies (RCSA) requires that any New Source Review or Title V document, such as a permit application, report or certification, submitted to the commissioner shall be signed by certain named individuals or any individual occupying a named position, identified in RCSA Section 22a-174-2a(a).

### Who Must Submit the Written Authorization Form

The owner or operator of a corporation must submit this form if they are submitting a Title V-related application, document, report or certification required by RCSA Section 22a-174-33, and such corporation either:

1. employs no more than 250 persons; *or*
2. has less than 25 million dollars in gross annual sales or expenditures (measured in second quarter 1980 dollars).

For the corporations identified above, this form is to be used to designate named individual(s) or any individual occupying a named position to submit documents to the commissioner. RCSA Section 22a-174-2a(a)(2) requires that any named individual(s) or any individual occupying a named position must be responsible for the overall operation of one or more manufacturing, production or operating facilities subject to RCSA Section 22a-174-33. This form must be submitted and approved prior to submitting any signed documents or other information pertaining to Title V as required by RCSA Section 22a-174-33. Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.

### Part I: Company Information

1. *Company Name/Mailing Address* - Provide the full, legal company name and mailing address of the individual or company seeking to file a designated authorized representative. (If identifying a corporation registered with the Secretary of the State, fill in the name exactly as it is shown on the registration.)

*Business Phone/Fax/E-Mail* - Unless otherwise indicated, the phone and fax numbers provided should be the numbers where the contact person can be contacted during the daytime business hours. Provide the e-mail address of the individual, if available.

*Contact Person* - Provide the name of the specific individual within the company whom DEP may contact and the person's title and e-mail address, if available.

2. *Facility/Premises Name* - The facility name, if applicable, should be the name by which the facility is commonly known and/or uniquely identified.

*Premises Address* - Provide the address of the physical location of the premises if different than the mailing address. If the premises does not have a street address, describe the location in terms of the distance

and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road".

## **Part II: Authorized Individual(s) or any Authorized Individual Occupying a Position**

1. *Written Authorization* - Indicate if this written authorization applies to a named individual or position. Provide such name of the individual(s) or position(s).
2. If you are indicating more than one authorized individual or position at this time, copy this part and complete for each individual or position.

*Name of Individual, if applicable* - Provide the full legal name (include title and suffix) of the authorized individual in the following format: First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.).

*Position* – Provide the position or title the individual holds within the corporation.

*Mailing Address* – Provide the mailing address for the individual or position named above. Include the street address and municipality.

*Business Phone/Fax/E-Mail* - Unless otherwise indicated, the phone and fax numbers provided should be the numbers where the individual can be contacted during daytime business hours. Provide the e-mail address of the individual, if available.

*Effective Date of Authorization* - Provide the effective date of authorization for the named individual(s) or position(s) to submit Title V-related documents to the commissioner. This date may reflect ongoing authority, or you may list a prospective date when the authority will begin.

3. *Replacement* – Indicate whether this submittal is to replace a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).
4. *Addition* - Indicate whether this submittal is to add to a previously designated individual or position. If yes, list the name(s) of the previously designated individual(s) or position(s).

## **Part III: Certification**

After this form has been completed it must be reviewed and signed by an officer of the corporation.

By signing, the corporate officer is certifying that, to the best of his/her knowledge and belief, the information contained in this form is true, accurate and complete. In addition, he/she is certifying that what is being submitted complies with the requirements of RCSA Section 22a-174-2a.

This form will be considered insufficient unless a corporate officer signature is provided.

Written authorization of a named individual or position is not approved until done so in writing by the commissioner or the commissioner's designee.